

# March 5, 2018 - March 11, 2018

March 2018							April 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

## Monday, March 5

- ☐ 12:00am Annual Leave →
- ☒ 7:30am - Enter PP time ☰
- ☒ 9:00am - 10:00am Coffee with Office Directors (Belknap (Call-in 617 918-2222; conference code (b) (6) Szaro, Deb ☰
- ☒ 10:00am - 10:30am Auxiliary for OD Meeting - Szaro, Deb ☰
- ☒ 2:00pm - 3:00pm Senior Staff ☰
- ☒ 3:45pm - 5:00pm No Meetings ☰

## Tuesday, March 6

- ☐ ← Annual Leave →
- ☒ 9:30am - 10:30am Office Directors (\*9:30 AM start + meeting agenda and attachments) (Keough Room (Call in 617 918-2222; conference code (b) (6) - Szaro, Deb ☰
- ☒ 3:45pm - 5:00pm No Meetings ☰

## Wednesday, March 7

- ☐ ← Annual Leave →
- ☒ 12:00pm - 1:00pm Skillsoft Leadership Panel Speaker: David Allen- Creating Order Out of Chaos--Staying Afloat in a World of Too Much to Do (Click the title in the PDF attached) - R1 Events
- ☒ 2:00pm - 3:00pm Regional Call (Call in # 1.484.352.3221 Code: (b) (6) - Rodrigues, Cecil ☰
- ☐ 2:00pm - 3:00pm Hold for Regional Calls - Szaro, Deb ☰
- ☒ 3:45pm - 5:00pm No Meetings ☰

## Thursday, March 8

- ☐ ← 12:00am Annual Leave →
- ☒ 7:00am - 7:30am HQ Weekly Report ☰
- ☒ 2:00pm - 4:00pm OLEM Business Process Review call in 1-202-991-0477 conference ID 9513776 (DCRoomWest4144GCIVTCPolycom/OLEM) - Breen, Barry
- ☒ 3:45pm - 5:00pm No Meetings ☰

## Friday, March 9

- ☒ Flex Day ☰
- ☒ 3:45pm - 5:00pm No Meetings ☰

## Saturday, March 10

## Sunday, March 11